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*File
Training*

Courses in which Support Personnel (other than those assigned in OTR)
lectured during 1956

Intelligence Orientation

Clandestine Services Review

Operations Support

Basic Management

Basic Supervision

Cable Refresher

Administrative Procedures

Dependents' Briefing

Americans Abroad

25X1A6a

Africa South of Sahara

Americans Abroad

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Document No. _____
No Change in Class. ☒
☐ Declassification
Class. Change for TS _____
Class. Change for _____
Date: 1-9-79 By: 35

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DD/S SPEAKERS, OFFICE OF TRAINING, 1956

OFFICE OF THE DD/S

25X1A9a	<u>NAME</u>	<u>COURSE</u>	<u>TITLE OF LECTURE</u>
		Intelligence Orientation	"The Support Structure of CIA"
		War Planning	"Coordination of Support Planning"
		Clandestine Services Review	"Organization & Functions of DD/S Area"
25X1A9a		War Planning	"Coordination of Support Planning"
	Lloyd, H. Gates	Clandestine Services Review	"Organization & Functions of DD/S Area"
	White, Lawrence	Intelligence Orientation	"Introduction to Training"

PROJECT ADMINISTRATIVE PLANNING STAFF

25X1A9a		Operations Support	"PAPS Functions"
		Operations Support	"PAPS Functions"
		<u>OFFICE OF COMMUNICATIONS</u>	
		Basic Management	"Coordination and Planning in the Office of Communications"
		Clandestine Services Review	"Office of Communications' Support of Operations"
		Clandestine Services Review	"Cable Writing"
		Clandestine Services Review	"Office of Communications' Support of Operations"
		War Planning	"Communications' Support"
		Basic Supervision	"Career Planning"
		Basic Supervision	"Coordination and Planning in the Office of Communications"
		War Planning	"Communications' Support in Wartime"

OFFICE OF COMMUNICATIONS (CONT'D)

25X1A9a

NAME

COURSE

TITLE OF LECTURE

Cable Refresher

"Cryptographic Processes as they apply to Cable Writing"

War Planning

"Communications' Support"

War Planning

"Communications' Support in Wartime"

OFFICE OF LOGISTICS

War Planning

"Logistics Planning"

Intelligence Orientation

"Logistics Support"

Operations Support

"Logistical Support of Operations"

Administrative Procedures

"Reproduction Services and Requirements"

Garrison, James A.

Clandestine Services Review

"Office of Logistics' Support of Operations"

Operations Support

"Reproduction Services and Requirements"

Administrative Procedures

"Reproduction Services and Requirements"

War Planning

"Logistics' Support in War Planning"

Administrative Procedures

"Property Record Keeping and Requirements for Requisition"

Operations Support

"Procurement of Covert Facilities"

War Planning

"Logistics' Support in War Planning"

Clandestine Services Review

"Office of Logistics' Support of Operations"

War Planning

"Logistics' Support"

War Planning

"Logistics' Support in Wartime"

OFFICE OF SECURITY

NAME

COURSE

TITLE OF LECTURE

Intelligence Orientation

"Security Support"

Operations Support

"Security Office Support
of Operations"

Clandestine Services
Review

"Security Office Support
of Operations"

Counter Espionage

"Security Office Support
of Operations"

Audio-Surveillance
Management #4 & #5

"Counter Surveillance"

Assisted in Field Problem #4

25X1A

Edwards, Col. Sheffield

Clandestine Services
Review

"Philosophy & Policies of
the Office of Security in
dealing with Agency
Personnel"

Audio-Surveillance
Management #4 & #5

"Counter Surveillance"

Assisted in Field Problem #4

25X1A

Dependents' Briefing

Clandestine Services
Review

"Office of Security's Support
of Operations"

Clandestine Services
Review

"Office of Logistics'
Support of Operations"

Dependents' Briefing

Intelligence Orientation

"Security in CIA"

Clandestine Services
Review

"Office of Security's
Support of Operations"

Dependents' Briefing

Administrative Procedures

"Classification and Top
Secret Control Procedures"

Administrative Procedures
Operations Support

"Security of Employees—
Outside Activities

25X1A6a

Americans Abroad

"Security Considerations"
Member of Panel on Living
Conditions

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OFFICE OF PERSONNEL

NAME

COURSE

TITLE OF LECTURE

Operations Support

participated in skit
"Central Processing"

Africa South of
Sahara

"Climate and Influence of
Geographical Factors on
the Cultural Pattern of
the Native Inhabitants and
on the Security of the Area"

Operations Support

participated in skit
"Central Processing"

Clandestine Services
Review

"Personnel, Policy, and
Management"

Intelligence Orientation

"Personnel Services"

OO/C Refresher

"Requirements for OO/C"

Basic Management

"Career Planning in CIA"
"Personnel Tools of Control"

Clandestine Services
Review

"Personnel, Policy, &
Management"

Operations Support

"Military Personnel"

Operations Support

participated in skit
"Central Processing"

Dependents' Briefing

25X1A6a

Basic Supervision

"Personnel Tools of Control"

Americans Abroad

member of Panel on
processing problems and
conditions at the principal
posts.

Operations Support

participated in skit
"Central Processing"

Administrative Procedures

"Demonstration of Central
Processing Activities"

25X1A6a

Americans Abroad

"Problems of Processing"

Americans Abroad

"Central Processing Services"

Operations Support

participated in skit
"Central Processing"

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OFFICE OF PERSONNEL (CONT'D)

25X1A9a

NAME

COURSE

TITLE OF LECTURE

Operations Support

"Military Personnel"

25X1A6a

Americans Abroad

member of Panel on principal posts in

Operations Support

participated in skit "Central Processing"

25X1A6a

Intelligence Orientation

"Personnel Services"

Dependents' Briefing

25X1A6a

Americans Abroad

member of Panel on living problems at individual stations in

25X1A6a

25X1A9a Reynolds, Harrison (Director) War Planning

Americans Abroad

"Personnel Support in Wartime)

member of Panel on special problems of unmarried women in

25X1A6a

member of Panel on discussion of three major cities

25X1A6a

Operations Support

participated in skit "Central Processing"

Clandestine Services Review

"Personnel, Policies and Management"

War Planning

"Personnel Support in Wartime"

Basic Supervision

"Personnel Tools of Control"

OFFICE OF COMPTROLLER

Clandestine Services Review

"Budget and Its Importance to Clandestine Services Operations"

Clandestine Services Review

"Organization and Functions of Finance Division"

OFFICE OF COMPTROLLER (CONT'D)

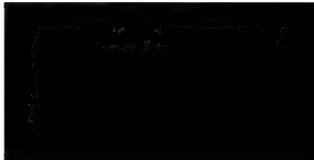
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NAME

COURSE

TITLE OF LECTURE

25X1A6a



Saunders, Edward

Americans Abroad

Panel Discussion on Three
Major Cities 25X1A6a

Basic Management

"Budget As A Planning
System"

Clandestine Services
Review

"Organization and Functions
of the Comptroller"

25X1A9a



AUDIT STAFF

Clandestine Services
Review

"Functions of the Audit
Staff"

25X1A6a

OFFICE OF GENERAL COUNSEL

Americans Abroad

"Legal Problems Involved in
Going Overseas"

Americans Abroad

"U.S. and Law Legal Problems" 25X1A6a

MANAGEMENT STAFF

Basic Management

"Methods and Work Flow"

Administrative Procedures

"Agency Correspondence
Practices"

Basic Management

"Coordination of Regulations"

Basic Management

"Methods and Work Flow"

Administrative Procedures

"Agency Filing System"

Basic Management

"Methods and Work Flow"

MEDICAL STAFF

Operations Support

"Medical Support of Operation"




Administrative Procedures

"Medical Support of
Operations"

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MEDICAL STAFF (CONT'D)

<u>NAME</u>	<u>COURSE</u>	<u>TITLE OF LECTURE</u>
	Dependents' Briefing	
	Operations Support	"Medical Support of Operations"
	Administrative Procedures	"Medical Support of Operations"
	Intelligence Orientation	"Medical Services"
	OO/C Refresher	"Requirements for OO/C"
	War Planning	"Medical Support in War Planning"
	Americans Abroad	"Medical Problems of Americans in 
	Americans Abroad	"Problems of Health and Medicine in 
Intelligence Orientation	"Medical Services"	

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